

Changes to MOA approval processes

Issue Date: 14 Nov 2013

Since centralisation of the Permits and Events Team (P&ET), it has become increasingly evident that there is a need to streamline the MOA approvals process. In order to do so, we require the cooperation of the industry. We have developed guidelines that will ensure consistency and assist in expediting the process. The team will endeavour to process MOA's within **15 working days**, from the date the application is received. This includes those applications that are currently awaiting approval.

MOA application

As you will be aware, the processing of MOAs for the **metropolitan area** is via the VicRoadsMetroMOA@roads.vic.gov.au inbox. It is essential that all correspondence is conducted through this email inbox. Any correspondence through P&ET staff inboxes will be disregarded and not actioned. Similarly for individual phone numbers, all contact must be made through the MOA hotline, **9854 2781**.

All subject lines of applications must be formatted as follows:

MOA – Road name, Suburb, Melways Reference, Erection Date – Expiry Date (Municipality)

e.g. MOA - Plenty Road, Preston, 18J11, 15/11/2013 – 07/01/2014 (Darebin)

Please also include in the body of the submission the estimated number of days required to complete the works, as opposed to the earliest start date and latest finish date. *For example, two days for actual works within the four weeks stated in the MOA for scheduling/inclement weather/unforeseen circumstances.*

Below outlines a list of scenarios for MOA applications and key words that must be included in the subject line of all requests (where applicable). Please ensure that all keywords are placed at the beginning of the subject line.

Status enquiries

Please refrain from contacting VicRoads unless your application has exceeded **15 working days**. If you do have a query regarding the status of your MOA, please call the MOA hotline on **9854 2781**, this hotline will be monitored daily or if you email to check on the status of your MOA, please include **"STATUS"** in the subject line.

e.g. STATUS - Plenty Road, Preston, 18J11, 15/11/2013 – 07/01/2014 (Darebin)

Changes to applications

If you are making amendments to an existing application, please ensure you include **"CHANGE"** in the subject line, along with the date of the initial submission.

e.g. CHANGE – MOA - Plenty Road, Preston, 18J11, 15/11/2013 – 07/01/2014 (Darebin)

Major impact or closure

For major arterial road closures or local road closures with a major impact on the arterial road, at least **30 working days** should be allowed for processing. In addition, for these types of applications, applicants are asked to include “**SHUTDOWN**” in the subject line. As you may be aware, for a major shut down, VicRoads will also require a Traffic Impact Assessment (TIA) report to be submitted. In order for MOA to be processed in time, you need to advise your client that a TIA report can be prepared only by VicRoads' accredited traffic consultants and allow four to six weeks lead time in planning of these major shut down works. These submissions must also include detour plans, after-care plans and VMS plans.

e.g. SHUTDOWN – MOA -Plenty Road, Preston, 18J11, 15/11/2013 – 07/01/2014 (Darebin)

Extension to already approved MOAs

If you are applying for an extension to an already approved MOA, please include “**EXTENSION**” in the subject line, along with the existing MOA, RWE number, and attach the previously approved MOA and TMP.

e.g. EXTENSION - MOA – Plenty Road, Preston, RWE 106745, 18J11, 15/11/2013 – 07/01/2014 (Darebin)

Utility works

For utility works, please include “**UTILITY**” in the subject line.

e.g. UTILITY – MOA - Plenty Road, Preston, 18J11, 15/11/2013 – 07/01/2014 (Darebin)

Blanket MOAs

If you are applying for an MOA that covers multiple councils over an extend duration, please structure the subject line as follows:

e.g. MOA – Blanket, various, 15/11/2013 – 07/01/2014

TMP compliance

All MOA applications must be made by a traffic management company that is pre-qualified by VicRoads. This includes pre-qualification for the design of traffic management plans (TMPs) and the implementation of the traffic guidance schemes (TGS) in the field – this must be stated in the application. An approved MOA cannot then be transferred to another company. A list of pre-qualified traffic management companies can be found on the VicRoads website

<http://www.vicroads.vic.gov.au/Home/Moreinfoandservices/TendersAndSuppliers/DisclaimerAlphabeticalListing.htm>).

MOA's will be REJECTED if TMP's significantly do not comply with the required regulations.

Please ensure you follow the application guidelines listed above, so your MOA can be approved in a more timely and efficient manner. Applications are to be sent in **once only** so that the MOA approvals process is not delayed and the MOA team is not spending time approving multiple applications for the one site.



In addition, we have added your email to our database, in order to be able to communicate more effectively with the Industry. If you are aware of anyone that has not received this correspondence, and should, please let us know.

We appreciate your patience and assistance in helping us expedite the processing of these applications.

For more information on how to apply to work on our roads, please visit the VicRoads website - <http://www.vicroads.vic.gov.au/Home/Moreinfoandservices/RoadManagementAndDesign/RoadManagementActRegulationsCodes/WorkingwithinTheRoadReserve.htm>

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